

Now Hiring – Director of Development



About the California Policy Lab

The California Policy Lab (CPL) creates research insights for government impact. Through hands-on partnerships with government agencies, CPL performs rigorous research across issue silos and builds the data infrastructure necessary to improve programs and policies that millions of Californians rely on every day. We focus our work in six policy areas: education, criminal justice reform, poverty and the social safety net, labor and employment, health, and homelessness and high needs populations. CPL recognizes the value of having a diverse staff at all levels of the organization. CPL-Berkeley is a center within the Institute for Research on Labor and Employment (IRLE).

The Position

The Development Director is the lead on all development efforts at the Lab, securing philanthropic support to fund the Lab's operations across both the UC Berkeley and UCLA headquarters, with fundraising also supporting research on other campuses across the UC system. This role is the institutional equivalent of Chief Development Officer at similar organizations and will work closely with and report to the Executive Directors of each site at UCLA and UC Berkeley, with occasional interaction with faculty, researchers, and staff across the UC system. The Development Director will also coordinate with gift officers in other campus units as needed.

The position will develop and implement a fundraising strategy and will be responsible for identifying, cultivating, and preparing proposals for foundations, potential major gift donors, and government agencies at the local, state, and federal levels. They will fundraise for a \$6-8 million annual budget and will focus on expanding and diversifying CPL's long-term funding sources. In addition, the Development Director will work with our Communications Director to identify opportunities for marketing CPL to potential funders.

The Development Director should have demonstrated experience in fundraising from foundations, federal agencies (like NSF or NIH), and/or major donors. We prefer someone with experience in research or policy in one or more of CPL's policy areas, including criminal justice, education, labor, homelessness, and the social safety net. We prefer candidates with advanced knowledge of fundraising and with experience from a

nonprofit, academic, or research environment. The position works directly with the leadership team at UC Berkeley and UCLA, leading social-policy researchers throughout the UC system, as well as state and local government agency staff, and it is important that the candidate be able to communicate our work to different audiences. The position will be based in Berkeley but will occasionally require travel to Los Angeles and other cities.

We are looking for a Development Director who is passionate about the work of the California Policy Lab, including our work on equity, and is effective at telling our story to potential funders.

Responsibilities Include:

- Analyzes needs and assists in the creation of strategic plans for fundraising and other advancement programs.
- Develops and manages a dynamic portfolio to identify, cultivate, solicit, and steward prospects. The entire budget for the Lab is \$6-8 million annually and is raised through multiple channels including foundations, government support, and university support.
- Writes proposals for solicitation of foundation, government, and/or state prospects and manages the submission process, including drafting portions of the narratives and collecting all other relevant materials.
- Supports research staff in the writing and submission of foundation- and government-based grants and ensures timely submission.
- Identifies, cultivates, solicits, and stewards foundation, government, and/or state prospects.
- Initiates prospect research to find new foundations and high-capacity individual donors.
- Develops strategies for prospects and executes them with substantial autonomy.
- Maintains ongoing communication with funders, informing them of our work and seeking to develop closer engagement with the Lab.
- Organizes and implements large-scale fundraising strategies, including marketing and communications initiatives designed to attract new funding. For example, plans the annual advisory board meetings and plans and hosts various events that have a fundraising focus.
- Develops materials that showcase our work for different audiences and strategically works to get them in the hands of potential funders.
- Works with other CPL staff to ensure foundation presence at larger, research-focused conferences and convenings.
- Serves as the lead development professional for all CPL proposals.

- Develops reports and communications for funders, including foundations. These include narrative reports on the Lab's growth and development.
- Works with the Executive and Faculty Directors to ensure that predetermined fundraising goals are met.
- Monitors these goals and proposes ideas for new sources of funding but is not solely responsible for raising this amount (that falls to the Executive Directors).
- Ensures timely gift processing, reporting, and acknowledgements.

Required Qualifications

- Training and experience that clearly demonstrates qualifications.
- Advanced knowledge of fundraising, foundation relations, and public relations concepts, principles, procedures, and techniques.
- Excellent written, oral, and interpersonal communication skills, including political acumen, to build and maintain effective working relationships at all organizational levels and with outside constituencies.
- Advanced organizational, analytical, and critical thinking skills, including skill in creative and effective decision making, and problem recognition/avoidance/resolution skills.
- Advanced project management skill and experience conducting projects independently on deadline.
- Advanced skills to meet or exceed fundraising goals and objectives and proven success in fundraising.
- Very strong skills in maintaining confidentiality.
- Proven success in applying for grants and managing relationships with foundations.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- 2+ years of experience in policy or research in one of the policy areas in which CPL works.
- Knowledge of CPL, its vision, mission, goals, objectives, and achievements.
- At least five (5) years of job experience in fundraising
- Expertise in using marketing and communications to get exposure for potential funders.
- Expertise in the areas in which the California Policy Lab works.
- Proven success fundraising at a nonprofit, university, or other research environment.
- Past experience working for or with government agencies.

Certifications/Licenses:

- Certified Fund-Raising Executive preferred.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$105,500.00 - \$150,000.00.

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.
- This is a hybrid position, eligible for 40% remote capability.

How to Apply

Go to <https://jobs.berkeley.edu/job-listings> and click "External Applicants" (or "Internal" if you're a current UC Berkeley employee) and then search for keyword "61156" which is the job ID. Use the system to submit your cover letter and resume as a single attachment.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see <https://www.eeoc.gov/employees-job-applicants>.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.